



Branch Application

Instructions

Section 1

Page 1 of 2

Read the following carefully before you complete this form

A licensee wishing to establish one or more locations in addition to the principal place of business shall first obtain a branch office license. If requesting permission for several branch locations, use a separate application form for each site.

Mortgage brokers and mortgage bankers must designate a person for each branch to oversee the operation of that office. Such person may oversee more than one branch. For all other licensees provide the name of a contact person or branch manager. You will need to provide a legible copy of the first two pages and the signature page for all lease/rental agreements for each licensed location.

The attached application is to be used by ALL licensees who are applying for branch licenses. Please ensure that all requested information in the application is completed prior to your submission. The application fee for each location must accompany the application.

Application fees are non-refundable and are listed below.

Also, include the prorated license fee with the application to expedite the license process. To determine the prorated license fee refer to your type of license, look under the column for the month of the application. In addition you will be required to pay an annual renewal fee for each branch license.

License Type	Application Fee	Plus - Prorated License Fees			
		Jan/Feb/Mar	Apr/May/June	July/Aug/Sept	Oct/Nov/Dec
* Mortgage Banker	\$500.00	\$62.50	\$250.00	\$187.50	\$125.00
Commercial Mortgage Banker	\$500.00	\$62.50	\$250.00	\$187.50	\$125.00
Escrow Agent	\$500.00	\$187.50	\$125.00	\$62.50	\$250.00
Trust Company	\$500.00	\$250.00	\$187.50	\$125.00	\$62.50
Sales Finance	\$250.00	\$100.00	\$50.00	\$200.00	\$150.00
Debt Management	\$250.00	\$100.00	\$50.00	\$200.00	\$150.00
* Mortgage Broker	\$250.00	\$150.00	\$100.00	\$50.00	\$200.00
Consumer Lender	\$500.00	\$100.00	\$50.00	\$200.00	\$150.00
Premium Finance Company	\$0.00	\$300.00	\$300.00	\$150.00	\$150.00
Motor Vehicle Dealer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Continued	continued	Nov/Dec/Jan	Feb/Mar/Apr	May/June /July	Aug/Sept/Oct
Collection Agency	\$500.00	\$50.00	\$200.00	\$150.00	\$100.00
Deferred Presentment	\$500.00	\$150.00	\$100.00	\$50.00	\$200.00
Money Transmitter	\$500.00	\$25.00	\$18.75	\$12.50	\$6.25

NOTE: Shaded application branch types above must be Arizona locations only.

* Mortgage brokers and mortgage bankers *must* provide a legible signed copy of the first two pages and the signature page for all Lease/Rental Agreements for commercial locations.



Branch Application

Section 2

Page 2 of 2

Type or legibly print all information.

To the Superintendent of Financial Institutions:

The "Principal Place of Business" licensed by the Arizona Department of Financial Institutions as:

License Type:

1. Principal Licensed Location Information (found on principal license):

License Type:

Principal Arizona License Number:

Exact Name of Licensee:

Exact DBA / Trade name if applicable:

Address on your "Principal" license:

City:

State:

Zip Code:

Telephone Number:

FAX Number:

2. Hereby request permission to establish a branch office at the following location:

Designated Branch Manager (Overseer or Contact Person):

Branch Type (check one)

☐ *Commercial☐ Residential

Address:

City:

State:

Zip Code:

Telephone Number:

FAX Number:

***NOTE:** Mortgage brokers and mortgage bankers *must* provide a legible signed copy of the first two pages and the signature page for all Lease/Rental Agreements for commercial locations.

3. Individual to contact regarding the processing of this branch:

Name:

Title:

Address:

City:

State:

Zip Code:

Direct Telephone Number & Extension:

FAX Number:

4. Authorized Individual: I hereby certify that to the best of my knowledge, this application contains no misrepresentations or omissions of material facts. An Owner/Officer/Member on file with our Department must sign this form.

Print Name & Title:

Signature:

Direct Telephone Number & Extension:

FAX Number:

Checklist for Branch Application

Have you completed / enclosed the following?

- ☐ Complete Application (1 through 4)
- ☐ *Mortgage brokers and mortgage bankers *must* provide a legible signed copy of the first two pages and the signature page for all Lease/Rental Agreements for commercial locations.
- ☐ Application Fee
- ☐ Prorated Licensing Fee